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Records Management Division

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The Chief of the Records Management Division shall:

1. Develop, install, and coordinate a Forms Management Program throughout the Agency.
2. Develop and administer a continuing Reports Management Program designed to eliminate and prevent unnecessary reports and to improve reporting systems and essential report content.
3. Develop and direct continuing Correspondence Management Program to streamline the preparation and handling of correspondence and to improve the quality and adequacy of documentation.
4. Provide technical advice and assistance to Agency officials on matters pertaining to files and record systems and practices. Develop procedures and coordinate a program for the orderly deposit in a repository of all vital materials pertinent to the activities of the Agency. Develop and assist, in coordination with the Chief, Business Machines Service, in the effective application of filing equipment and supplies and the validity and feasibility of proposed microfilming projects.
5. Establish standards for the development of an Agency Records Scheduling Program to include: inventory and appraisal, control schedules, and disposal schedules.
6. Plan, develop, and direct Records Center operations to meet the needs of operating offices and the Agency Records Management Program to include: transfer, storage and protection, physical disposition or preservation of records materials.
7. Conducts such essential liaison with government offices essential to the effective operation of the Agency or Records Management Program.

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FILED: *Arg. & Mgt.*

RECORDS MANAGEMENT DIVISION

The Chief of the Records Management Division shall:

1. Plan, develop, coordinate, and administer the Agency-wide Records Management Program.
2. Maintain inter and intra Agency liaison essential to Program operation.
3. Select and direct a staff to conduct surveys and provide guidance essential to carrying out the following specific programs throughout the Agency:

FORMS MANAGEMENT, including:

- a. The design, utilization and supplying of forms.
- b. Assignment of form numbers.
- c. Development, maintenance and distribution of the Agency form index.

CORRESPONDENCE MANAGEMENT, including:

- a. Streamlining the preparation and processing of correspondence.
- b. Improving the quality of correspondence.

REPORTS MANAGEMENT, including:

- a. The elimination and prevention of unnecessary reporting.
- b. Improved reporting.

SYSTEMS, including:

- a. Systems for the maintenance of active records.
- b. Microfilm operations.
- c. Written communications
- d. Filing equipment and filing supplies.
- e. Selection, deposit and maintenance of vital materials.

RECORDS DISPOSITION, including:

- a. Records inventorying and appraisals.
- b. Records control schedules.
- c. Records disposition including Congressional authorizations.

RECORDS CENTER OPERATIONS, including:

- a. Standards and procedures for the transfer and servicing of semi-active and inactive records.
- b. Storage and protection of retired records and reference services thereon.
- c. Destruction of records in accordance with approved schedules.
- d. Preservation of records with permanent or long retention value.